

MLUA Audit – Year ending May 31, 2019

INTRODUCTION

The bylaws for the Minnesota Lacrosse Umpire Association (MLUA) require an annual audit of the financial records.

Section 5.6 of the bylaws states the following:

“The Board will annually direct the auditing of and payment for such auditing of the financial books of the MLUA to ensure proper accounting for the funds of the MLUA. The Board will report the findings to the membership within 30 days after each annual audit.”

On **July 1, 2019** the Board adopted a fiscal year end of May 31st, so that revenues and expenses could be tabulated, and a draft “Revenue and Expense Statement” could be prepared for the membership in time for the year-end meeting held in early June. The audit period was adjusted for this change, and covered the period **June 30, 2017 to May 31, 2019**.

The audit was conducted by members appointed to the audit committee consisting of MLUA members **John Nicholson and Craig Stockel**.

After reviewing the financial records of the Treasurer, the results are as follows:

1. Prior Year Recommendations

The following item was recommended to the Board in the audit report dated June 30, 2017:

- **The Auditor and Treasurer agreed that a “Revenue and Expense Recap” should be completed at the end of each fiscal year, and will serve as the primary Financial Statement for MLUA. A draft of the Recap can be presented to the membership at the year-end meeting held June of each year.**

The Treasurer prepared a “Revenue and Expense Statement” for the period ending May 31, 2019. The statement included actual revenues and expenditures, as well as estimates for the payments owed in June for the High School Assignor, and the cost of the year end meeting.

2. **Receipts/Income** – The Treasurer properly deposited all dues and other sources of income he received. Total receipts deposited for the period were **\$13,772.73**.

A sample of **12** officials was randomly pulled from **the Minnesota State High School League (MSHSL) website**, to determine if the officials paid their dues. **There was one official in the sample who had no record of payment.**

A sample of **12 youth officials** was randomly pulled from the **list of officials on the Arbiter website**. **There were 7 youth officials who were not recorded as “paid”.**

The amount of \$580 in cash was collected from youth officials at the Bait Bucket training; it is possible that their dues were included in these payments. However, a list of who paid the amounts was not prepared, so this could not be determined.

3. **Expenditures** – The audit included a review of expenditures totaling **\$10,250.92**. All expenditures were properly recorded and supported by documentation. The Treasurer obtained approval for expenditures from the board before making payments.
4. **Ending Balances** – The ending balances in the bank accounts of the MLUA on May 31, 2019 were as follows:

Checking Account: \$12,132.02
Savings Account: \$ 3,767.03
TOTAL: \$15,899.05

These amounts agreed with bank statement records that were maintained by the Treasurer. The association has remained in good financial position.


RECOMMENDATIONS


The following recommendations are made to the Board, based on the outcome of the audit:

- The youth fees are not properly recorded when collected at the Bait Bucket and other training events where cash is paid. As a result, it is impossible to determine if all youth officials have paid their MLUA dues. A collection sheet should be prepared, and someone should ensure that the youth's name is recorded, along with their payment, so the Treasurer has a record of payment and can credit the youth official as paid.
- The Treasurer should contact the adult official who had no record of dues payment, yet was assigned games, and determine if he paid his dues. If dues were not paid, the Treasurer should request payment.

Actions Taken

The Board met on **July 28, 2019**, and agreed with the conclusions and recommendations of this report. Recommendations have been implemented or are in the process of being implemented as of the date of this report.


7/28/19
John P. Nicholson, MLUA Audit Committee


7/28/19
Craig Stockel, MLUA Audit Committee